

JAILER III

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in the jail facility, the primary duties of which are the supervision of subordinates assigned to the jail and the management of jail operations on an assigned shift. Jailers III ensure that department policies and procedures are followed by subordinate personnel. Employees of this class provide for the security of the jail facility, the maintenance of the facility and equipment, and the preparation and maintenance of records and reports. Incumbents in the class of Jailer III work with a high degree of independence, having work reviewed by a ranking officer of the police department.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management and supervision of the operation of the jail facility on an assigned shift. Prepares for assigned shift by reviewing records of previous shift activity.

Assures that department policies and procedures are appropriately followed, including booking procedures, inmate searches, securing personal property, completing records, and inmate classification. Ensures that inmate is secured in a cell. Assures that inmate counts are performed and searches are conducted of inmates and jail cells in accordance with department procedures. Provides for inmate needs, including meals, clothing, and medical attention. Hears inmate grievances and counsels inmates.

Provides training for jail employees, providing technical assistance to all subordinates when necessary. Assigns duty areas and work schedules for subordinates, and approves leave. Inspects the appearance of subordinate employees, and evaluates the work performance of subordinate employees. Reviews written reports prepared by subordinates. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Investigates complaints against jail personnel and recommends appropriate action. Maintains discipline.

Makes periodic inspections to operate and inspect security and safety devices to ensure that the facility is safe, clean, and that all equipment is operating correctly. Arranges for repairs when needed. Maintains an inventory of supplies and recommends the purchase of equipment and supplies when needed. Maintains

accounts of the jail.

Provides for the preparation and maintenance of jail records. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail. Answers inquiries about the operation of the jail or other related areas of law enforcement operations. Handles complaints from the public.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Jailer II.

Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.).

Must have successfully completed EITHER one of the following:

National Sheriff's Association Corrections Officer
Supervisory Course

OR

American Corrections Association Correction Officers
Supervisory Course

SH	11-14-68
Rev	09-27-77
	10-06-83
	01-05-95
	05-22-02

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Rev	09-27-77
	10-06-83
	01-05-95
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